

Important Notice

This notice serves as a reminder of the importance of alerting the Hartford Board of Education of any change in your family status. As an employee of the Hartford Board of Education it is necessary to notify the Board of Education within thirty (30) days of any of the following changes in your family status:

- Marriage;
- Birth or adoption of a child;
- A child no longer meeting the definition of an eligible dependent under the Plan;
- Divorce, annulment, or legal separation;
- Death.

This is very important because the COBRA election period to continue coverage is only available for a limited time, and **failure by you or your eligible dependent to notify the Board of Education of such a change may result in a loss of COBRA rights** for which you and/or your dependent could have been eligible.

NOTE: If it is determined that a dependent should not have been covered under the plan, coverage will end immediately, and in such a situation, the Board of Education has the authority to seek reimbursement of any paid claims, or any financial support provided.

Your eligible dependents include:

- Your **spouse**, to whom you are legally married, provided your spouse is recognized as such by the laws of the state of Connecticut. Your spouse may remain an eligible dependent until the last day of the month in which divorce, annulment, or legal separation occurs.
- Your **biological child(ren), adopted children, children placed with you for adoption, foster children, or stepchildren**, provided the child satisfies the applicable dependent eligibility requirements. Your child may remain an eligible dependent until the last day of the month following the month in which the child reaches age 26.

The Board of Education requires all Subscribers to provide documentation substantiating an eligible dependent. Specific documentation required by the Board of Education is outlined in the attached document.

HARTFORD BOARD OF EDUCATION

Adding a lawful spouse as a dependent:

Option A

- Official copy of government issued marriage certificate; **AND**
- Spouse's original social security card; **AND**
- Page 1 and signature page (or certificate of electronic filing) of Subscriber's **most recent** federal income tax return (1040, 1040A or 1040EZ) **as filed with the IRS**, listing the spouse as a dependent.

Option B

- Official copy of government issued marriage certificate; **AND**
- Spouse's original social security card; **AND**
- **One** proof of joint ownership dated within the last **three months**:
 - jointly owned bank or financial account statement
 - credit card statement issued with both names
 - mortgage statement or current term residential lease agreement showing both names

Adding a lawful child up to age 26 (including disabled adult children) as a dependent:

Option A

- Official copy of government issued birth certificate or legal court order document naming the Subscriber as legal parental guardian; **AND**
- Child's original social security card; **AND**
- Page 1 and signature page (or certificate of electronic filing) of Subscriber's **most recent** federal income tax return (1040, 1040A or 1040EZ) **as filed with the IRS**, listing the child as a dependent.

Option B

- Official copy of government issued birth certificate or legal court order document naming the Subscriber as legal parental guardian; **AND**
- Child's original social security card; **AND**
- **One** of the following:
 - child's driver's license
 - current school record, report card or day care bill displaying current address
 - court document identifying Subscriber's responsibility to provide health benefits coverage

NOTE: If you are covering a stepchild *you must also provide documentation for your spouse as requested above.